

Phase I Proposal Check List

- ☐ Start Early (It is recommended to submit your proposal 1-2 days prior to the deadline date).
- ☐ Review the Frequently Asked Questions
- ☐ Review Program Specifications (http://www.nsf.gov/eng/iip/sbir/program_reqs.jsp)
- ☐ Read and Review Solicitation Requirements
- ☐ Project Summary - contains all the required parts (one paragraph for technical merits and one paragraph for broader impacts/commercial potential and does not exceed 1 page.
- ☐ Project Description - contains all the required parts and does not exceed 15 pages. (Reference solicitation sections A.9. -A.9.9.3.)
- ☐ References Cited Module: Provide a reasonable (1-2 pages) of current papers, patents, etc. that can show that you have done a thorough job at researching the state of the technology.
- ☐ Biographical Sketches Module: Provide 1-2 page bios on all "key" contributors to the project; this includes consultants and subawardees.
- ☐ Budget Module (includes budget justification): Provide line by line documentation on budgeted items. Upload consultant statement(s) into the budget justification; ensuring that the statement clearly states number of days and the maximum consultant rate (not to exceed \$600 per day).
- ☐ Current and Pending Support Module: Make sure you list all the current projects and potential projects (pending proposals for funding) for all key members of the project.
- ☐ Facilities, Equipment and Other Resources Module (see web site for info)

Supplementary Documents Module

- ☐ Letter(s) of support for technology
- ☐ Company Commercialization History Uploaded (if applicable)
- ☐ Letter(s) regarding human subjects Institutional Review Board or IACUC approval of animal use. Uploaded (if applicable)
- ☐ Post Doc Mentoring Plan (if applicable)
- ☐ Prepare Documents (it is highly recommended to convert all files to PDF and then upload the PDF files to FastLane).
- ☐ Submitted by 5:00 P.M. (submitter's time)